



## HERMOSA BEACH POLICE DEPARTMENT

### **O3.08 MOBILE VIDEO SYSTEM**

**Effective 10/27/2009**

**Updated 3/7/2017**

#### **PURPOSE**

The purpose of the Mobile Video System (MVS) is to provide an accurate video record of contacts between patrol officers and other members of the public while conducting criminal and non-criminal investigations. The use of the MVS is intended to enhance criminal prosecutions, limit civil liabilities, document officer contacts, and protect officers from unwarranted citizen complaints. This policy establishes the criteria for the usage of the MVS and procedure for its proper operation.

(CALEA 41.3.8 a)

#### **POLICY**

It is the policy of the Hermosa Beach Police Department to maintain video and audio recording capabilities in marked patrol vehicles. Officers shall use the video and audio recording system in accordance with both State Law and the policy and procedures set forth in this chapter and elsewhere in this manual.

#### **SYSTEM OPERATION**

The MVS is a digital system; there is no external memory storage device in the patrol vehicle. The system includes the following:

- A. Forward-facing camera
- B. Rear-facing camera
- C. Viewing monitor, with control panel
- D. Remote audio recorder, with charger

The system is designed to automatically download, via wireless connection, at any time when the vehicle is parked on or near the driveway ramp to the rear of the police station. The downloaded information is stored on a dedicated device inside the station. Access to the device is restricted to authorized personnel.

(CALEA 41.3.8d)

At the beginning of the shift, the officer shall inspect his/her assigned vehicle's MVS for proper operation. If it is discovered that the MVS is not functioning properly, the officer shall select another vehicle (if available) and report the malfunctioning MVS to the Watch Commander, in accordance with the vehicle repair procedures set forth in this manual. If no other vehicle with a functioning MVS is available, the officer shall note, via MDC, that the vehicle he/she is using is not equipped with a functioning MVS.

If needed, the officer shall insert his/her issued external flash drive into the appropriate docking port on the MVS and log on to the system. Once logged on, the officer may remove the external drive. The officer shall log off the system at the end of his/her shift.  
(CALEA 41.3.8 e)

### **SYSTEM ACTIVATION**

The MVS will automatically activate the video recorder when the control device for the patrol vehicle's emergency lights are in position 2 or position 3. The system can also be manually activated by depressing the "record" button on the monitor or by manual activation of the remote audio recorder. Officers are encouraged to manually activate the system for activities that do not require utilization of the vehicle's emergency lights if, in the officer's judgment, such recording would be beneficial in the spirit of these guidelines.

Once activated, the video recorder must be manually deactivated. However, the system will not allow the recorder to be shut off as long as the vehicle's emergency lighting switch is in position 2 or 3. If activated, the remote audio recorder may be deactivated at any time without affecting the video recorder operation.

Officers shall adhere to the guidelines for audio and video recording of law enforcement contacts established pursuant to section 800.47 of this manual.

Officers have the option of turning off the MVS to allow video review of the incident by the citizen being recorded (i.e.: traffic stops, subject stops, etc.). Officers should announce for the recording that they are going off camera for citizen review. Officers shall immediately re-start the recording once the review is complete and announce that the recording has been re-activated.

(CALEA 41.3.8 b)

### **DATA SECURITY AND ACCESS**

The contents of each vehicle's digital audio/video recorder will automatically download, via wireless connection, every time the vehicle is parked on or near the driveway to the rear of the police station. The information is stored on a dedicated device inside of the station. Access to the memory storage device is limited to authorized personnel. The following personnel will have access to the system and be responsible for its proper maintenance and operation:

- A. Designated employees of the system's manufacturer and installer.
- B. Members of the City's Information/Technology Support unit.

(CALEA 41.3.8 e)

### **DATA VIEWING AND RETRIEVAL**

Authorized Department employees will be allowed to utilize the system for the purpose of evidence processing, report writing, and case investigation.

1. The Court Liaison (or his/her designee) is authorized to access the system in order to record specific incidents onto a portable storage medium. The Court Liaison may only perform such actions pursuant to either an authorized Department request or Court order. Each request must be submitted on an Audio Video Recording Form (AVR) and approved by a supervisor prior to submission to the Court Liaison.

2. Reporting officers may be allowed access to the system in order to review specific files to assist them in accurately documenting the facts and circumstances of any crime or incident they are reporting. Specific authorization to utilize the system in this manner must be approved by the reporting officer's supervisor. These recordings may only be accessed in a "read only" format.
3. Sworn personnel assigned to the Detective Bureau and the Internal Affairs Unit are authorized to access the system in order to view pertinent files regarding specific case investigations. These recordings may only be accessed in a "read only" format. In all cases involving Internal Affairs investigations, the investigating officer shall adhere to the criteria and guidelines for obtaining audio/video recordings prescribed in Policy 03.09-Digital Audio/Video Recording.
4. The Administrative Lieutenant or designee is authorized to access the system in accordance with guidelines outlined in Policy 03.09- Digital Audio/Video Recording of this manual.

The release of any incident recording to any agency, individual, company, or the media shall be done in compliance with applicable State and Federal statute, and in accordance with the procedures established by this Department for the release of any Department document.

(CALEA 41.3.8 c)

#### **DATA RETENTION**

All recordings of routine activities, not submitted as evidence, will be stored and maintained on the primary storage device for a minimum of fourteen (14) months, in compliance with California Government Code sections 6200 and 34090, et seq.

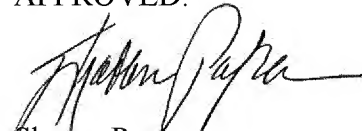
If it is determined that a particular incident recording is needed for a pending criminal, civil, or administrative case, the incident shall be recorded to a portable storage medium in accordance with the above-described procedure. Such recordings shall be retained in accordance with applicable Department policy and procedure guidelines governing property/evidence storage.

(CALEA 41.3.8 d)

#### **ADOPTION OF NEW TECHNOLOGIES**

Computer and digital technologies are dynamic in nature and subject to relatively frequent improvements, enhancements, or other system modifications. As a result, specific procedures discussed within this policy may be subject to change or modification; however, it is the intent of this policy that the basic operations and safeguards will remain the same.

APPROVED:



Sharon Papa  
Chief of Police